



Centralized Accounting and Payroll/Personnel System

Closing Purchase Orders & Requisitions

Oct. 27, 2022

Closing a PO

Identify a Purchase Order (PO) that needs to be liquidated.

Maintain Purchase Order

Purchase Order

Business Unit

☐ TxSmartBuy Purchase Order

PO ID

21-0007276

Change Order

3

Copy From

Summary Document Type

PO Status

Dispatched

Budget Status

Valid

LBB Status

N/A

LBB Date

☐ Hold From Further Processing

Universal Fields

Header

*PO Date

08/31/2021

*Supplier

HARKINS CO-001

*Supplier ID

*Buyer

*PO Reference

Chiller-Buyer-HVAC-Regi-GDD

Supplier Search

PO End Date

Supplier Details

TINS Check

HARKINS COMPANY

Doc Tol Status

Valid

Backorder Status

Not Backordered

Create BackOrder

Receipt Status

Partial

Dispatch

Priority

Medium

*Dispatch Method

Print

Amount Summary

Merchandise

940,888.85

Freight/Tax/Misc.

0.00

Total Amount

940,888.85 USD

Encumbrance Balance

76,731.88 USD

State Use Exception

☐

Header Details

PO Defaults

PO Activities

Requisitions

Actions

Activity Summary

Edit Comments

Add ShipTo Comments

Document Status

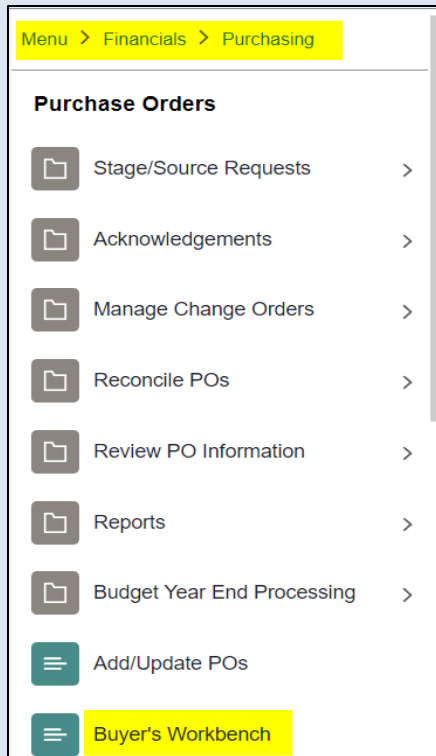
HUB Bid Details

HUB Subcontracting

Calculate

Navigation to Close a PO

Navigate to **Buyers Workbench**:
Financials>Purchasing>
Purchase Orders>Buyers
Workbench



Either use an existing **Workbench ID** or create a new one.

A screenshot of the 'Buyer's WorkBench' search interface. The title 'Buyer's WorkBench' is at the top. Below it is a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown arrow. It contains three input fields: '*Business Unit:' with a dropdown set to '=' and a text box containing '64400'; 'WorkBench ID:' with a dropdown set to 'begins with' and a text box containing '1438'; and 'Description:' with a dropdown set to 'begins with' and an empty text box. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

OR

A screenshot of the 'Buyer's WorkBench' 'Add' interface. The title 'Buyer's WorkBench' is at the top. Below it are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are two input fields: '*Business Unit:' with a dropdown and a text box containing '64400'; and '*WorkBench ID:' with a dropdown set to 'PO_WRK' (highlighted with a yellow box) and an empty text box. At the bottom, there is a button labeled 'Add' (highlighted with a red box).

Close a PO and Search

Enter **PO ID** in the search fields, no other criteria is required.

Buyer's WorkBench

Filter Options

Business Unit 64400 WorkBench ID PO_WRK

Description

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order	21-0007276	To	21-0007276
PO Date		To	
Activity Date		To	
Due Date		To	
Request BU		Requisition ID	
Supplier ID			
Item ID			
Buyer			
Contract SetID		Contract Version	
Contract ID			
Release Number			
GPO ID			
GPO Contract			

Status

<input type="checkbox"/> Open	<input type="checkbox"/> Pending Appr	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Dispatched	<input type="checkbox"/> Cancelled	<input type="checkbox"/> Include Closed	

Receiving

Recv Reqd Optional

☐ All ☐ Not Received ☐ Partially Received ☐ Fully Received

Click **Search** at the bottom of the page.

Encumbrance

☐ Open Encumbrances

ChartFields

Chartfields

GL Unit	Account	Oper Unit	Fund

Search [Return to Buyer's WorkBench](#)

Close the PO

Checkmark the box next to the **PO ID** and select **Close**.

Buyer's WorkBench

Business Unit **04400** WorkBench ID **PO_WRK**

*Description

Select POs for Further Processing

List of Purchase Orders [Personalize](#) | [Find](#) | [View All](#) | First **1 of 1** Last

[Detail](#) [Other](#)

	Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/>	21-0007276		N	Dispatched	08/31/2021	09/23/2022	1741767499	William A. Webb	Standard	3		

☒ Select All ☐ Clear All

Action: [Approve](#) [Unapprove](#) [Cancel](#) [Close](#)

[Dispatch](#) [Preview](#) [Budget Check](#) [Budget Pre-Check](#)

Go To: [Set filter options](#) [Process Request Options](#)
[Process Monitor](#) [View Processing Results](#)

Close a PO: Processing Results

Processing results page: Qualified or Un-Qualified

Users with “Override PO For Close” can move from Unqualified to Qualified.

[illegible]

Buyer's WorkBench

Processing Results

Business Unit 04432

WorkBench ID PO_WRK

Description PO_WRK

Select POs for Further Processing

Accounting Date for Action 10/18/2022 51

☐ Update Budget Date Equal to Accounting Date

Not Qualified

Personalize | View All | 1 of 1

First 1 of 1 Last

	PO ID	Log
<input type="checkbox"/>		

Qualified

Personalize | View All | 1 of 1

First 1 of 1 Last

PO ID	Line	Sched	Distrib Line
21-000			

☒ Select All ☐ Clear All

Proceed:

Yes

No

[Return to Buyer's WorkBench](#)

Message

Continue to Close POs. (10224,10)

Close a PO: Workbench

User is returned to workbench. Select **Budget Check**.
At Processing Results page, select **Yes**.
Select **Yes** again on the pop-up message.

Buyer's WorkBench

Business Unit 54400 WorkBench ID PO_WRK

*Description PO_WRK

Select POs for Further Processing

List of Purchase Orders

Personalize | Find | View All | First 1 of 1 Last

Purchase Order	Doc Status	Hold	PO Status	PO Date	Last Activity	Supplier ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input checked="" type="checkbox"/> 21-0000000000		N	Complete	08/31/2021	10/18/2022	1741767400	William A. Stahl	Standard	3		

☒ Select All ☐ Clear All

Action:

Approve

Unapprove

Cancel

Close

Dispatch

Preview

Budget Check

Budget Pre-Check

Go To:

Set filter options

Process Request Options

Process Monitor

View Processing Results

Buyer's WorkBench

Processing Results

Business Unit 54400 WorkBench ID PO_WRK

Description PO_WRK

Select POs for Further Processing

Accounting Date for Action 10/18/2022

☐ Update Budget Date Equal to Accounting Date

Not Qualified

Personalize | View All | First 1 of 1 Last

PO ID	Log
<input type="checkbox"/>	

Proceed:

Yes

No

Return to Buyer's WorkBench

Qualified

Personalize | View All | First 1 of 1 Last

PO ID	Line	Sched	Distrib Line
21-0000000000			

Message

Continue to Budget Check POs. (10224,69)

Yes

No

Close a PO: Accounting Entries View

View of PO Accounting Entries at \$0.00

PO Accounting Entries

Business Unit

From PO

PO Status

From Fiscal Year

Accounting Line View Option

Standard

To PO

To Fiscal Year

Ledger Group

DETAIL

Accounting Entries

1-3 of 9

Details

ChartFields

Purchase Order	Status	Supplier ID	Change Order	Trans Type	Unpost Seq	Line	Sched	Dist	Account	Oper Unit	Fund	Dept	Program
21-00 17276	C	1741767489		3 PO_POENC	0	1	1	1	734300		0001	DE040	
21-00 17276	C	1741767489		3 PO_POENC	0	1	1	1	734300		0001	DE040	
21-00 17276	C	1741767489		3 PO_POENC	0	1	1	1	734300		0001	DE040	

Total Encumbrance Balance

0.000 USD

Navigation to Close a Requisition

Navigate to **Requesters Workbench**:

Financials>Purchasing>Requisitions>
Requesters Workbench

Menu > Financials > Purchasing

Requisitions

- Reconcile Requisitions >
- Review Requisition Information >
- TX Req Loader Workbench >
- Reports >
- Add/Update Requisitions
- Requester's Workbench**

Search for an existing **Workbench ID** or create a new one.

Requester's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

*Business Unit: [=] [] []

WorkBench ID: [begins with] [CLOSE_REQ]

Description: [begins with] []

☐ Case Sensitive

Search **Clear** Basic Search [] Save Search Criteria

OR

Requester's WorkBench

Find an Existing Value **Add a New Value**

*Business Unit: [] []

*WorkBench ID: [CLOSE_REQ]

Add

Close a Requisition and Search

Enter the **Requisition ID**, no other criteria is required.

Requester's Workbench

Filter Options

Business Unit

54400

WorkBench ID

CLOSE_REQ

Description

close pre-encumbrances

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition

REQ000000000

Q

To

REQ000000000

Q

Requisition Name

Q

Req Date

Until

Activity Date

To

Due Date

To

Supplier ID

Q

Item ID

Q

Requester

Q

Status

☐ Open

☐ Pending Appr

☐ Approved

☐ Canceled

☐ Lines Approved

☐ Denied

Sourcing

☐ Partially or Fully Sourced

Click **Search** at the bottom of the page.

Encumbrance

☐ Open Pre-encumbrances

ChartFields

Chartfields

||>

GL Unit	Account	Oper Unit	Fund	Dept
<div>Q</div>	<div>Q</div>	<div>Q</div>	<div>Q</div>	<div>Q</div>

Search

Return to Requester's Workbench

Closing the Req

Checkmark the box next to the **Requisition ID** and select **Close**.

Business Unit

0000

WorkBench ID

CLOSE_REQ

*Description

close pre-encumbrances

Select Reqs for Further Processing

List of Requisitions

1-1 of 1

View All

Details

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	REQ00		N	Approved	Valid	08/30/2021	08/30/2021	Jodie A Whittington		

☒ Select All

☐ Clear All

Action:

Approve

Unapprove

Cancel

Close

Budget Check

Budget Pre-Check

Go To:

Set filter options

View Processing Results

Close a Req: Qualification

The requisition will be either qualified or not qualified. Users with override non-qualified for close user preference can move the requisition to qualified.

Select **Yes** to proceed to close the requisition.

Select **Yes** again on the pop-up message.

Requester's Workbench

Processing Results

Business Unit [REDACTED] WorkBench ID CLOSE_REQ
Description close pre-encumbrances
Select Reqs for Further Processing
Accounting Date for Action 10/19/2022 [Calendar Icon]
☐ Update Budget Date Equal to Accounting Date

Not Qualified

1-1 of 1 [View All]

Requisition ID	Log
REQ00[REDACTED]	[Icon]

☒ Select All ☐ Clear All

Proceed: [Return to Requester's Workbench](#)

Requester's Workbench

Processing Results

Business Unit [REDACTED] WorkBench ID CLOSE_REQ
Description close pre-encumbrances
Select Reqs for Further Processing
Accounting Date for Action 10/19/2022 [Calendar Icon]
☐ Update Budget Date Equal to Accounting Date

Not Qualified

1-1 of 1 [View All]

Requisition ID	Log
REQ00[REDACTED]	[Icon]

☒ Select All ☐ Clear All

Proceed: [Return to Requester's Workbench](#)

Continue to Close Reqs (10109,5)

Close a Req: Workbench

User are returned to the Workbench.

Select **Budget Check**.

Requester's Workbench

Business Unit **00000** WorkBench ID **CLOSE_REQ**

*Description

Select Reqs for Further Processing

List of Requisitions

☐ ☐ 1-1 of 1

Details

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	REQ0080099		N	Complete	Not Chk'd	08/30/2021	10/19/2022	Jodie A. Whittington		

☒ Select All ☐ Clear All

Action:

Go To:

Close a Req: Processing Results

Select **Yes** to proceed with the budget check.

Select **Yes** again on the pop-up message.

Process will run from this page.

Processing Results

Business Unit 00000

WorkBench ID CLOSE_REQ

Description close pre-encumbrances

Select Reqs for Further Processing

Accounting Date for Action 10/19/2022

Not Qualified

1-1 of 1

View All

Requisition ID	Log

Qualified

1-1 of 1

View All

Requisition ID	Line	Sched	Distrib Line
REQ00			

Proceed:

Yes

No

[Return to Requester's Workbench](#)

Continue to Budget Check Reqs. (10109,50)

Yes

No

Close a Req: Complete

Requisition is now complete (closed) and valid.

Requester's Workbench

Business Unit 000000

WorkBench ID CLOSE_REQ

*Description

Select Reqs for Further Processing

List of Requisitions

1-1 of 1

View All

Details

||>

	Requisition ID	Doc Status	Hold	Requisition Status	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/>	REQ000000000000		N	Complete	Valid	08/30/2021	10/19/2022	Jodie A Whittington		

Action:

Approve

Unapprove

Cancel

Close

Budget Check

Budget Pre-Check

Go To:

Set filter options

View Processing Results

Thank You!

Presented by CAPPS Production Support

For questions or suggestions on future User Group topics, contact CAPPS.CGC.ba@cpa.texas.gov